

Central Intelligence Agency



Washington, D. C. 20505

OTE 87-3505

**17 JUN 1987**

Ms. Kathryn Phillips  
Director of Business and Industry  
Training  
Howard Community College  
Columbia, MD 21044

Dear Ms. Phillips:

Thank you for taking time out of your busy schedule to attend the second annual Secretarial Training Conference on 9 June. Your willingness to share information about your program contributed greatly to the success of the meeting. Many of the participants said they had gained much from the exchange of information and had gleaned many ideas for possible revisions to their curriculums.

We look forward to seeing you at next year's conference. In the meantime, if you have any information you wish to share with us, or if you have any questions, please call [redacted]

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Sincerely,

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[redacted]  
Director of Training and Education